

**ATTACHMENT – B**

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**Offer Letter and Bid Form**

Bidder's Letterhead

Offer Letter and Bid Form

Date

District of Columbia Department of General Services  
2000 14<sup>th</sup> Street, NW, 8<sup>th</sup> Floor  
Washington, DC 20009

Attention: Mr. Christopher Weaver  
Director

Reference: Request for Proposal (RFP) **DCAM-16-NC-0004**  
**Snow and Ice Removal and Pretreatment Services**

Dear Mr. Hanlon:

On behalf of **Insert Bidder's Legal Name** (the "Bidder"), I am pleased to submit this bid in response to the Department of General Services' (the "Department" or "DGS") Request for Proposal (RFP) DCAM-16-NC-0004 to provide snow and ice removal and pretreatment services. The Bidder has reviewed the RFP and the attachments thereto, any addenda thereto (collectively, the "Bid Documents") and has conducted such due diligence and analysis as the Bidder, in its sole judgment, has deemed necessary in order to submit its bid in response to the RFP. The Bidder's Offer Letter is based on the Bid Documents as issued and assume no material alteration of the terms of the Bid Documents. (Collectively, the Bid Form and the Offer Letter are referred to as the "Bidder's Proposal".)

**Insert Bidder's Name** proposes to provide the required services for the District.

The Bidder's Price Proposal is as follows:

\$ (see attached Bid Form)

The Bidder acknowledges and understands that the contract awarded will be a firm fixed unit price contract and that the Bid Form has firm, fixed unit prices intended to be Bidder's sole compensation for the services required.

The Bidder's Bid is based on and subject to the following conditions:

1. The Bidder agrees to hold its bid open for a period of at least one hundred twenty (120) days after the date of the bid.
2. Assuming the Bidder is selected by the Department and subject only to the changes requested in paragraph 5, the Bidder agrees to enter into a contract with the Department on the terms and conditions described in the Bid Documents within ten (10) days of the notice of the award.
3. Both the Bidder and the undersigned represent and warrant that the undersigned has the full legal authority to submit this bid form and bind the Bidder to the terms of the Bidder's Bid. The Bidder further represents and warrants that no further action or approval must be obtained by the Bidder in order to authorize the terms of the Bidder's Proposal.

4. The Bidder hereby represents and warrants that they have not: (i) colluded with any other group or person that is submitting a proposal in response to the RFP in order to fix or set prices; (ii) acted in such a manner so as to discourage any other group or person from submitting a proposal in response to the RFP; or (iii) otherwise engaged in conduct that would violate applicable anti-trust law.
5. The Bidder hereby certifies that neither it nor any of its subcontractors have entered into any agreement (written or oral) that would prohibit any Contractor or subcontractor that is certified by the District of Columbia Office of Department of Small and Local Business Enterprises as a Local, Small, Resident Owned or Disadvantaged Business Enterprise (collectively, "LSDBE Certified Companies") from participating in the work if another company is awarded the contract.
6. This Bidder's Bid including the Bidder's prices submitted on the Bid Form are being submitted on behalf of (**Insert Bidder**)

Sincerely,

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

## Attachment B

### Snow and Ice Removal Services

#### Bid Form

(Totals are for evaluation purposes only)

#### Base Year

Contract Line Item Number	Description	Unit Price Hourly
1	Truck with Plow and Driver	
2	Snow Blower and Operator	
3	Laborer	
4	Standby	
Total		

Contract Line Item Number	Description	Qty	Unit	Unit Price
5	Bulk Road Salt	1	Ton	
6	Sand	1	50 lb. Bag	
7	Ice Melt	1	50 lb. Bag	
Total				

#### Option Year One

Contract Line Item Number	Description	Unit Price Hourly
8	Truck with Plow and Driver	
9	Snow Blower and Operator	
10	Laborer	
11	Standby	
Total		

Contract Line Item Number	Description	Qty.	Unit	Unit Price
12	Bulk Road Salt	1	Ton	
13	Sand	1	50 lb. Bag	

14	Ice Melt	1	50 lb. Bag	
Total				

### Option Year Two

Contract Line Item Number	Description	Unit Price Hourly
15	Truck with Plow and Driver	
16	Snow Blower and Operator	
17	Laborer	
18	Standby	
Total		

Contract Line Item Number	Description	Qty.	Unit	Unit Price
19	Bulk Road Salt	1	Ton	
20	Sand	1	50 lb. Bag	
21	Ice Melt	1	50 lb. Bag	
Total				

### Option Year Three

Contract Line Item Number	Description	Unit Price Hourly
22	Truck with Plow and Driver	
23	Snow Blower and Operator	
24	Laborer	
25	Standby	
Total		

Contract Line Item Number	Description	Qty.	Unit	Unit Price
26	Bulk Road Salt	1	Ton	
27	Sand	1	50 lb. Bag	
28	Ice Melt	1	50 lb. Bag	

Total	
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**Option Year Four**

<b>Contract Line Item Number</b>	<b>Description</b>	<b>Unit Price Hourly</b>
29	Truck with Plow and Driver	
30	Snow Blower and Operator	
31	Laborer	
32	Standby	
Total		

<b>Contract Line Item Number</b>	<b>Description</b>	<b>Qty.</b>	<b>Unit</b>	<b>Unit Price</b>
33	Bulk Road Salt	1	Ton	
34	Sand	1	50 lb. Bag	
35	Ice Melt	1	50 lb. Bag	
Total				